

# WASHINGTON COUNTY EVENT CENTER RENTAL AGREEMENT FORM

Washington County Commissioners, 150 Ash Ave, Akron, CO 80720 (ph) 970.345.2701, (fax) 970.345.2702  
 Event Center Location 551 W 2<sup>nd</sup> Street (not mailing address) www.co.washington.co.us  
 FORM MUST BE SENT TO COMMISSIONERS' OFFICE WITHIN 7 BUSINESS DAYS OF BOOKING EVENT

TODAY'S DATE	DATE(S) & TIME(S) OF EVENT
Name & Address of Responsible Party _____ _____ _____ CITY _____ ST _____ ZIP _____ PHONE# _____ ALT PHONE# _____ DRIVERS LICENSE# _____ STATE _____	START DATE: _____ TIME _____ AM PM END DATE: _____ TIME _____ AM PM TIME IN FOR SET UP: _____ TIME _____ AM PM *Request for <b>SET UP BY COUNTY PERSONNEL</b> : YES NO Additional charge for set up & take down by WC personnel _____ Number of People to set up for: PLEASE CHECK ONE BELOW \$25.00 (8 to 96) _____ \$50.00 (97 to 200) _____ \$75.00 (over 200) _____ Only includes setup and take down of tables and chairs Does not include cleanup – cleanup is charged separately at \$25.00/man hr
<b>Type of Event</b>	<b>**ALCOHOL PRESENT: YES NO</b>

## RENTAL FEES

LARGE ROOM (NORTH - CAP. UP TO 300)	@ \$150.00/DAY	X _____ DAYS = \$ _____
MEDIUM ROOM (SOUTH - CAP. UP TO 80)	@ \$50.00/DAY	X _____ DAYS = \$ _____
SMALL ROOM (SOUTHEAST - CAP. UP TO 15)	@ \$15.00/DAY	X _____ DAYS = \$ _____
KITCHEN (COOKING, USE OF DISHWASHER)	@ \$50.00/DAY	X _____ DAYS = \$ _____
ENTIRE BUILDING	@ \$225.00/DAY	X _____ DAYS = \$ _____
SET UP AND TAKE DOWN TABLES & CHAIRS (By WC personnel)	@ _____ (SELECTED FROM ABOVE)	= \$ _____

Rental fees are due 30 days prior to event. **TOTAL RENTAL FEES** \_\_\_\_\_ \$  
**Make checks payable to Washington County, mail to above address.**

**Room key must be picked up in Commissioners' Office during business hours prior to event – Mon-Fri 8:00am-4:30pm**

*A damage deposit is required prior to renting the Washington County Event Center: Damage deposits may be fully refundable depending on the condition of the event center after your event and the return of all of the keys checked out to your event. The damage deposit is **\$150.00** for use of the Event Center. An **additional deposit of \*\$500.00** is required for Events serving alcohol-**total \$650.00 deposit**, (please see other information on alcoholic beverages served in event center.) Damage deposits need to be on a separate check or money order from the rental fees so the deposit may be returned to you after your event if no charges need to be deducted and the event center keys have been returned to the office. The rental fees are processed upon receipt. Both the rental fees and the damage deposit are due in full 30 days prior to your event date or at the time of booking if less than 30 days.*

**TOTAL DAMAGE DEPOSIT** \$ \_\_\_\_\_

OFFICE USE ONLY (PLEASE MAKE SEPARATE CHECK OR MONEY ORDER FOR DAMAGE DEPOSIT)

DATE FEES PAID \_\_\_\_\_ CK# \_\_\_\_\_ DATE DEP PAID \_\_\_\_\_ CK# \_\_\_\_\_ DATE DEP RET \_\_\_\_\_

After your event the rented rooms or rooms used and restrooms are expected to be left reasonably clean and ready for use by the next group.

**COUNTY CLEANING FEE** @ \$25.00/MAN HR NO. \_\_\_\_\_ X \_\_\_\_\_ HRS = \$ \_\_\_\_\_

*(Case #1: If the applicant requests cleanup by county personnel, then the number of hours to cleanup will be assessed by the facilities manager and the applicant will be billed at the County Cleaning hourly rate. Case #2: If the Event Center is not cleaned properly after the applicant's event and additional cleaning is needed, the number of cleaning hours required to prepare the Event Center for the next group will be deducted from the damage deposit (if applicable) or billed at the County Cleaning hourly rate. See Cleaning Check List on page 3 of this form.*

**Any decorations requiring the installation of wires, hangers, nails or any other types of attachments to the walls of the event center must be preapproved by the Maintenance Supervisor. Please call the Commissioners' Office (970-345-2701), for details and prior approval**

**NO HELIUM BALLOONS ALLOWED IN THE LARGE ROOM DUE TO THE FANS**

\*SET UP BY COUNTY PERSONNEL – **Describe or draw set up pattern below or on separate page:**

How many tables \_\_\_\_\_ ☐ Round (40) ☐ Rectangular (21) Chairs/per table \_\_\_\_\_ (8 is standard - 4/side)  
 Additional chairs \_\_\_\_\_ Serving Tables (rectangular) \_\_\_\_\_ Podium \_\_\_\_\_ AV Screen \_\_\_\_\_  
 Mikes \_\_\_\_\_ (how many/type, stationary or wireless Other Comments for Set Up \_\_\_\_\_

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## 1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the commissioners' office in the Washington County Courthouse. All events are scheduled on a first come, first served basis. The Event Center may be reserved up to one (1) year in advance of the date of the event. The full amount of the damage deposit is due at the time of your reservation. The full amount of the rental and any other fees are due twenty (20) days before the event. The rental agreement may be faxed to 970 345-2702, but will not be considered completed until the damage deposit is received.

As two of the founding contributors to our Event Center, all 4H groups and FFA chapters will have fees waived in order to promote continued education and family involvement in our communities. County sponsored events may also have fees waived.

## 2. \*\*ALCOHOLIC BEVERAGES:

**Alcohol is not allowed in the Event Center at any time other than licensed events or private, invitation only events.**

- If alcohol is sold at any event, a "Special Events Permit" liquor license must be obtained from Town of Akron. A representative from the group wishing to sell liquor at the Event Center must appear before the Board or submit a request in writing to obtain the "Permission to Sell Liquor Letter" from the Commissioners. The Town of Akron will require this letter before proceeding with the liquor license process.
- Private invitation only events may serve alcohol only inside the Event Center building itself or in pre-arranged, (with the commissioners' office) designated areas outside the center building, (to be roped off and marked by facilities manager). Do not allow guests to take drinks outside of designated areas. All beverages must be served in cans or disposable cups. *No bottles are allowed.*
- Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. It is a violation of law to allow or otherwise permit minors to consume alcoholic beverages. If minors are served or otherwise allowed to consume alcoholic beverages within the center, the entire security deposit shall be forfeited and such violations will be reported to the Sheriff.
- **The Sheriff's office will be notified of all events where alcohol is present and will be conducting routine compliance checks throughout the duration of the event as part of their regular patrol.**
- The undersigned must take responsibility of the actions of persons and guests attending the event, without limitation, and shall take reasonable steps to prevent or control acts which may result in bodily injury or property damage.
- You must show proof of Liability Insurance (homeowners policy or renters policy) for all events serving alcohol. Please provide your Insurance Co Name and Policy Number Below:

Name of Insurance Co

Policy Number

(Only needed for events serving alcohol)

## 3. ENFORCEMENT – CANCELLATION POLICY:

Failure to comply with any of the rules or provisions in this agreement shall result in the loss of the damage deposit and/or the liquor security deposit, if applicable, and of future use of the Event Center. The rental fee shall also be forfeited if a scheduled event is canceled with less than 24 hours notice, unless the cancellation is due to weather conditions or emergency. In situations where the rules and regulations as set forth herein are violated, the County reserves the right to close the event immediately and future privileges for use of the Event Center may be restricted.

## 4. PROHIBITED USES:

- No use of pins, tacks or nails is allowed. No use of packing or duct tape is allowed on the walls.
- No trailers are allowed to park near the Event Center building
- No horses are allowed in the Event Center building
- No subleasing of the Event Center is allowed or permitted

## 5. DAMAGE /LIQUOR DEPOSIT

A cleaning/damage deposit is required of every user. The deposit may be refunded, within 30 days, after your event, dependent upon the condition of the facility. All tables and chairs must be returned to their proper storage locations. The attached cleaning checklist must be followed, including the restrooms. If the kitchen was used, all dishes, glassware, utensils, etc must be accounted for and returned to the proper location. *Kitchen must be clean and ready for use before leaving the Event Center after your event.* There may be another group using the kitchen the next day. The Commissioners reserve the right to withhold any part of the damage deposit.

## 6. KEYS

Keys for the Event Center may be checked out, from the Commissioners' office in the Washington County Courthouse, one or two days prior to your scheduled event. Keys need to be returned to the same office no later than three days following your event unless other arrangements have been made with the Commissioner's Office, 970 345-2701. There will be a \$25.00 for non-returned keys. Damage deposits will be held until all keys are returned. All events need to end by 1:00a.m.

## 7. LIABILITY

The Washington County Event Center is available to any person, group or organization. However, the undersigned understand(s) that they, and not Washington County are personally responsible for any and all accidents to themselves, their invited guests, their personal property and anyone associated with the rental event, caused by their errors, negligence, or omissions.

The undersigned understand(s) further that they are responsible for damages caused to the Center by persons attending the scheduled event and they shall be responsible to properly supervise, chaperon, and regulate the use of the Center to protect any persons attending the event during the rental period.

*This building is supported by the organizations that use it and donations are appreciated*

**I (WE) AGREE TO THE AFOREMENTIONED EVENT CENTER RULES AND REGULATIONS, TO ASSUME PERSONAL RESPONSIBILITY AND ANY AND ALL LIABILITY, for any or all accidents resulting in bodily injury to persons attending my event, damage to the Center caused by persons attending my event, any personal property loss or damage, and any liability associated with alcohol consumption at the Center during my scheduled event, caused by my invitees.**

**I acknowledge that I have received a copy of the rental agreement and these rules and regulations and have read them and understand them prior to signing them. The Event Center is owned by the residents of Washington County and maintained by County personnel. Any violation of the rules and regulations as set forth within this rental agreement will jeopardize your future ability to use this facility**

SIGNED

DATE

**RETURN PAGES 1 & 2 TO COMMISSIONERS OFFICE WITH DEPOSIT**

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# **WASHINGTON COUNTY EVENT CENTER CLEANING CHECK LIST**

**ALL DUTIES BELOW MUST BE COMPLETED.  
KEYS MUST BE RETURNED TO THE COMMISSIONERS' OFFICE**

1. CLEAN ALL TABLES AND CHAIRS, STACK THEM BACK ON THE RACKS AND PUT THEM AWAY.
2. SWEEP FLOORS IN ALL ROOMS USED.
3. MOP STICKY AREAS ON FLOORS IN ALL ROOMS USED (COLD WATER, NO DETERGENTS)
4. CLEAN OFF ANY SPATTERS ON THE WALLS.
5. TAKE DOWN ANY DECORATIONS PUT UP BY YOUR RENTAL PARTY, INCLUDING ANY TAPE (CHECK WITH MAINTENANCE DEPT. ON RULES FOR DECORATIONS ON WALLS.)
6. CLEAN ALL ENTRYWAYS USED.
7. WASH ALL EQUIPMENT USED, DISHES, STOVES (INCLUDING OVEN), MEAT SLICER, REFRIGERATOR, FREEZER, MICROWAVE, ETC.
8. PLACE ALL USED TOWELS IN WHITE RECEPTACLE NEXT TO DEEP SINK IN THE KITCHEN.
9. TAKE OUT ALL TRASH AND PUT INTO DUMPSTER, REPLACE TRASH BAGS.
10. PICK UP ALL TRASH AND DECORATIONS FROM YOUR EVENT OUTSIDE OF BUILDING, INCLUDING PARKING LOT.
11. SHUT OFF ALL LIGHTS (EXCEPT LIGHT OVER FLAG). LOCK ALL DOORS, DOUBLE CHECK FROM OUTSIDE TO MAKE SURE DOORS ARE LOCKED.

### **BATHROOMS**

12. CLEAN ALL BATHROOM SINKS AND FLOORS.
13. FLUSH ALL TOILETS
14. TAKE OUT ALL TRASH (INCLUDING RECEPTACLES IN WOMEN'S' BATHROOM STALLS) AND TAKE TO DUMPSTER. REPLACE TRASH BAGS.
15. SHUT OFF LIGHTS

**PLEASE REPORT ANY DAMAGE FOUND DURING YOUR RENTAL PERIOD (LIGHTS, DRAINS, ETC.) TO THE COMMISSIONERS' OFFICE (970-345-2701.)**